



SMALL PROCUREMENT DOCUMENTS

for Construction Related Professional Services - RFP, Proposal & Award per
AS 36.30.320 and 2 AAC 12.400

PART A – REQUEST FOR PROPOSALS

NOTE: State Small Procurement Limit is \$200,000; FHWA/FAA/FTA Small Procurement Limit is \$150,000.

GENERAL INFORMATION

These documents consist of three parts (Part A - Request for Proposals; Part B - Proposal Form; Part C - Contract Award, Notice to Proceed & Invoice Summary) – **plus the current edition dated January 2018 of the Standard Provisions Booklet** (DOT&PF Standard Provisions for Small Procurements of Construction-Related Professional Services) that is hereby incorporated by reference. The Booklet will not

be distributed with any of the three parts; however, a copy may be obtained on our website at the following link: <http://www.dot.state.ak.us/procurement>. The Booklet contains copies of the Small Procurements Procedure (Chapter 2 of the PSA Manual), Appendix A (General Conditions), Appendix C (Compensation), Exhibit C-1 (Methods of Payment), Appendix D (Indemnification and Insurance), and Appendix E (Certificate of Compliance).

Project Title: Knik Goose Bay Road Reconstruction Phase I - Utility Coordination Agency Involvement Services		Contracting Agency: State of Alaska DOT&PF – Central Region 4111 Aviation Avenue Anchorage, AK 99502	
Project Number(s): Z524640000 RFP No. 25202047			
Project Site (City, Village, etc.) Wasilla, AK			
Agency Contact: Cynthia Ferguson, P.E., Project Manager		Phone: 907-269-0693	Email: Cynthia.Ferguson@alaska.gov
Estimated Amount of Proposed Contract: \$150,000		<input type="checkbox"/> less than \$50,000 <input type="checkbox"/> \$50,000 to \$100,00 <input checked="" type="checkbox"/> \$100,000 to \$200,000 <input type="checkbox"/> \$150,000 to \$200,000	
Funding Source (check all that apply): <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> FHWA <input type="checkbox"/> FAA <input type="checkbox"/> FTA <input type="checkbox"/> Other:			
REQUIRED SERVICES: <input checked="" type="checkbox"/> are described in the enclosure consisting of six (6) pages, dated 11/15/2019. OR: <input type="checkbox"/> are described as follows:			
Note: (1) Any proposer listing as a member of their team a current public officer or a former public officer who has left State service within the past two (2) years must submit a sworn statement from that individual that the Alaska Executive Branch Ethics Act does not prohibit his or her participation in this project. If a proposer fails to submit a required statement, the proposal may be deemed nonresponsive or nonresponsible, and rejected, depending upon the materiality of the individual's proposed position. If required, submit the attached Former Employee's Certification of Eligibility (Form 25A270). The page limit noted below does not include this form. (2) To ensure the Department meets its overall DBE Utilization Goal, DBEs are encouraged to participate in this solicitation.			
Note: Offerors shall carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the purchasing authority before proposal due date. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective solicitation and exposure of Offeror's proposals upon which award could not be made. Protests based upon any omission, error, or the content of the solicitation will be disallowed if not made in writing before the proposal due date.			
PERIOD OF PERFORMANCE:		Begin: December 2019	End: December 2021

PROPOSAL FORMAT

Written proposals to provide the required services shall consist of the enclosed "Part B - Proposal Form", completed as indicated, plus a **letter not to exceed five (5) 8.5" x 11" pages**. If a Price Estimate

is required, the page limit does not include the Price Estimate. Proposals that exceed the page limit may be disqualified. Proposals may be sent electronically as indicated on page 2, or hand-delivered to the Contracting Agency.

PRICE AND METHOD OF PAYMENT

☐ **A Price Estimate is NOT required with your proposal.** The selected Offeror shall submit a Price Estimate within **one** business day following a request from the Contracting Agency.

☒ **A Price Estimate is required with your proposal.**

A Price Estimate shall include all tasks to perform the contract and be prepared in the format shown below. Note that a Price Estimate is not a bid; it is a negotiable offer. A Fixed Price contract is desirable; however, a Cost Reimbursement contract may result if a Fixed Price cannot be negotiated.

PRICE ESTIMATE FORMAT (if required per above)

1. * Direct Costs of Direct Labor (DCDL). Provide a table with the following columns (Names required only for key staff and persons "in-responsible-charge"):

Job Classification	Name	Total Hours	Rate (\$/hr) *	Estimated Cost (\$)	Total DCDL \$
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 2. * Indirect Costs (IDC). IDC Rate: ____% Total IDC \$ ____
 3. Subcontracts. List each, the amount for each and **attach an estimate in this format for each**. Total Subcontracts \$ ____
 4. Expenses. (Equipment, transportation, food and lodging, reproduction, etc. - if not included in Indirect Costs.) Amounts shall be based on actual cost to the Offeror, without any profit or other markup. Provide a table with the following columns:

Item	Quantity	Cost (\$/Unit)	Estimated Cost (\$)	Total Expenses \$
------	----------	----------------	---------------------	-------------------
 5. * Total Estimated Cost. Sum of DCDL + IDC + Subcontracts + Expenses. Total Cost \$ ____
 6. * Proposed Fee. List a proposed **amount** (not a percentage) for profit. Fee \$ ____
 7. Total Estimated Price. Sum of Total Estimated Cost plus Proposed Fee. Total Price \$ ____
- * Sole proprietorships and small firms that do not maintain an accounting system that separately identifies costs for "payroll" benefits and overhead, for routine allocation of such costs to jobs, may omit items 2, 5, & 6 if the Rates (\$/hr) in Item 1 are proposed as Billing Rates (DCDL + IDC + FEE). **Firms that routinely allocate Indirect Costs to projects may not use Billing Rates for this estimate.**

SUBMITTAL DEADLINE AND LOCATION

DATE: **December 9, 2019** PREVAILING TIME: **4:00 p.m.** EMAIL: crdotpfcontracts@alaska.gov

Hand deliver proposal directly to following location, and person, if named; or email to address above:

State of Alaska
Department of Transportation & Public Facilities
Attn: Kathleen A. Bridenbaugh, PSA Unit Supervisor
4111 Aviation Avenue
Anchorage, AK 99502

Late proposals will not be considered. **Offerors** are responsible to assure timely delivery and receipt and **are encouraged to respond at least four business hours prior to the above deadline**. Any addendum issued less than 24 hours prior to a Deadline will extend that Deadline by a minimum of an additional 24 hours. The Contracting Agency shall not be responsible for any communication equipment failures or congestion and will not extend the deadline for any proposals not received in their entirety prior to the deadline. Except for hand delivered proposals, confirmation of receipt by telephone or other means four hours or less prior to deadline will **not** be provided.

BASIS OF SELECTION

This solicitation does not guarantee that a contract will be awarded. All proposals may be summarily rejected. Our intent, however, is to select a Contractor based on the following criteria:

- 1) Demonstrated comprehension of required services and proposed strategy for performance.
- 2) Relevant experience and credentials of proposed personnel including any subcontractors. Address DBE participation.
- 3) Reasonableness of proposed schedule for performance.
- 4) Price Estimate.
- 5) Other: Provide list of firm(s)' current contracts with the Contracting Agency (statewide).

Proposals will be evaluated per Chapter 2 of the DOT&PF PSA Manual.

END OF PART A



Alaska Department of Transportation & Public Facilities

SMALL PROCUREMENT DOCUMENTS
PART B - PROPOSAL FORM

THIS COMPLETED FORM MUST BE THE FIRST PAGE. NO OTHER COVER SHALL BE USED.

Project Title: Knik Goose Bay Road Reconstruction Phase I - Utility Coordination Agency Involvement Services
RFP No.: 25202047

PROPOSAL REQUIREMENTS

Proposals shall demonstrate comprehension of the objectives and services for the proposed contract; include a brief overview of what will be done; and show a sequence and schedule for each important task. Assumptions made in formulation of the proposal and the support expected from the Contracting Agency shall be defined. The key individuals who will perform services shall be named (including all who would be "in responsible charge" (Ref: AS 08.48) for Architecture, Engineering, Land Surveying and/or Landscape Architecture

with their Alaska registration number). Include a brief – about one paragraph – statement for each person named that describes **experience directly related** to the service(s) they will perform. Proposed subcontracts, if any, shall be explained. Resources; e.g., support personnel, facilities, equipment, current and projected workload could be summarized. Any **unique** qualifications or knowledge of the project, project area, or services to be provided, should be identified.

ALASKA STATUTORY PREFERENCES

☐ are ☒ are not applicable to this contract.

If applicable, check those preferences that you (Offeror) claim.

☐ Alaska Bidder (Offeror) AND>> ☐ Veterans AND >> ☐ Employment Program OR ☐ Disabled Persons
2 AAC 12.260(d) AS 36.30.175 if applicable AS 36.30.170(c) AS 36.30.170 (e & f)

Invalid claim(s) will result in the Offeror's disqualification for contract award.

PROPOSAL

The undersigned has reviewed Part A – RFP of these documents, understands the instructions, terms, conditions, and requirements contained therein and in the Standard Provisions Booklet, and proposes to provide the required services described in Part A in accordance with the attached letter which constitutes our proposal to complete the project.

By my initials below, I certify that the Offeror and all Subcontractors identified in the Proposal shall comply with all requirements for the following items as explained in the Standard Provisions Booklet:

- [] Certification of Compliance (Alaska Licenses & Registrations, and Certifications).
- [] Insurance, including Workers' Compensation, Comprehensive or Commercial General Liability, and Comprehensive Automobile Liability.
- [N/A] Professional Liability Insurance as follows:
☐ As available.
☐ Minimum of \$300,000.
☐ Minimum of \$500,000.
- [] Certification for Federal-Aid Contracts Exceeding \$100,000 (DOT&PF Form 25A262 Appendix A, General Conditions)

comply with this requirement may cause the state to reject the proposal as non-responsive, or cancel the contract.

I further certify that I am a duly authorized representative of the Offeror; that this Proposal accurately represents capabilities of the Offeror and Subcontractors identified for providing the services indicated. I understand that these Certifications are material representations of fact upon which reliance will be placed if this contract is awarded and that failure to comply with these Certifications is a fraudulent act. The Contracting Agency is hereby authorized to request any entity identified in this proposal to furnish information deemed necessary to verify the reputation and capabilities of the Offeror and Subcontractors. This proposal is valid for at least ninety (90) days.

Signature and Date

Name:
Title:
Offeror (Firm):
Street or PO Box.....:
City, State, Zip:
Telephone - Voice.....:
Telephone - Fax.....:
Email.....:

Federal Tax Identification No. :

Type of Firm (Check one of the following):

☐ Individual ☐ Partnership
☐ Corporation in state of:
☐ Other (specify):

END OF PART B

PROPOSED STATEMENT OF SERVICES APPENDIX B

Knik Goose Bay Road Reconstruction Phase I - Utility Coordination Agency Involvement Services

ARTICLE B1 UTILITY COORDINATION PUBLIC INVOLVEMENT Task 1

B1.1 General. The Knik Goose Bay Road Reconstruction Project ("the project") will expand the existing two (2) lane road into a four (4) lane divided highway. The project is located in the Matanuska-Susitna Borough; the northern end of the project lies within the City of Wasilla, and the southern end in the Matanuska-Susitna Borough (see attached "Location and Vicinity Map").

The Contractor shall provide Utility Coordination Agency Involvement Services during the final design of the Knik Goose Bay Road Reconstruction Phase I project. The utility coordination agency involvement efforts covered in this Contract shall be conducted for the design phase of the project (anticipated to run through 2021).

B1.2 Administrative Requirements

The Contractor shall provide services as identified and authorized by sequentially numbered Notices-to-Proceed (NTP). The Contractor shall not perform services or incur billable expenses except as authorized by a NTP.

B1.2.1 Project Staff. All services must be performed by or under the direct supervision of the following individuals (replacement of, or addition to, the Project Staff named below shall be accomplished only by prior written approval from the Contracting Agency):

Name

Project Responsibilities

Contract / Project Management
Utility Coordination Services

B1.2.2 Billing Reports. The Contractor shall provide a progress report with each bi-monthly billing for months in which services are performed. Billing shall be submitted no later than the end of every other month. The report shall follow the guidelines outlined in the attached "Sample Bi-monthly Progress Report." Each billing shall include a billing summary. Any delayed costs from previous billing periods included in the current billing shall be clearly explained in the billing summary.

B1.3 Utility Agency Involvement Plan. The Contracting Agency and the Contractor shall jointly develop a Utility Agency Involvement Plan (UAIP) describing the goals and objectives for each utility involvement. The UAIP shall also include an anticipated schedule of meetings and design progress tracking based on coordination with the Contracting Agency.

B1.4 Utility Coordination.

The Contractor shall prepare an agenda, plan, coordinate, conduct and document utility and agency meetings included in the UAIP as directed by Contracting Agency. The Contractor shall compile the results of all meetings, provide written meetings minutes to all attendees, along with recommendations and provide support needed to respond to utility comments and questions.

B1.4.1 Individual Utility / Agency Meetings. The Contractor shall attend and document individual utility and agency meetings with Contracting Agency staff. Utility companies include, but are not limited to:

- City of Wasilla
- ENSTAR
- GCI
- MEA
- MTA

B1.4.2 Individual Meetings with Utilities. The Contractor shall organize weekly individual meetings for the above mentioned utilities and any others as required. Schedule so every utility is met with monthly but no more than two individual meetings are held in any given week. The City of Wasilla will not need as many meetings as the rest of the utilities. Confirm with the Contracting Agency when a meeting will need to be scheduled with the City of Wasilla.

B1.4.3 Group Meetings with Utilities. The Contractor shall organize group meetings with the utilities that will be working jointly together. The Contracting Agency will notify the Contractor which utilities will be working together and when these meetings should begin. The earliest these meetings will begin will be after the PS&E submittal anticipated June 2020. It is assumed that a minimum of five (5) of these meetings will need to take place.

B1.4.4 Meeting Attendance. The Contractor shall confirm the attendance of at least one utility representative, one Contracting Agency Utility Section representative and one Contracting Agency design team member at each meeting. If this cannot be obtained, the meeting will be canceled and rescheduled for a different day.

B1.4.5 Meeting agenda. The Contractor shall create an agenda to keep the meeting on track and moving forward. The Contractor will provide a copy of the agenda to the Contracting Agency and utility or utilities prior to every meeting. Meeting agenda should always include the items below along with any other topics:

- Estimate from each utility of percent of relocation design completed;
- Percent of Utility PE design funding expended;
- Identification of critical path items that could delay work.
- Meeting task summary – Who will be working? What needs to be done? When is this work due?

B1.5 Bi-weekly Progress Check. The Contractor shall correspond with each utility on a bi-weekly (every other week) basis to track the progress of the utility's design and the amount spent to date in preparation for the monthly meeting. The Contractor will email each utility and CC the Contracting Agency on all correspondence. This will help the Contracting Agency keep the design on budget and schedule for delivery.

B1.6 Contact and Mailing List. The Contracting Agency will provide the *contact and mailing list* for each utility company. The Contractor shall take ownership of this list, but it shall require modification and maintenance to make current. The mailing list shall include each utilities' designer and supporting team members helping these individuals accomplish their goals, design members of the Contracting Agency and the utility section representatives. The contact and mailing list shall be organized by utility companies (i.e., Group 1: City of Wasilla; Group 2: ENSTAR), then by Contracting Agency design and utility section representatives. A current copy of the contact and mailing list shall be available to the Contracting Agency at all times. The contact and mailing list shall be updated by the Contractor upon NTP and before and after each of the following project reviews: PS&E and Final.

B1.7 Email Contact List. The Contracting Agency will provide the email contact list of all utility representatives, design and Utility Section representatives. The Contractor shall take ownership of this list, but it will require modification and maintenance to make current. The email contact list shall be organized by utility companies (i.e., Group 1: City of Wasilla; Group 2: ENSTAR), then by Contracting Agency design

and utility section representatives. The email contact list shall be updated by the Contractor upon NTP and before and after each of the following project reviews: PS&E and Final.

B1.8 Comment Management and Response. The Contractor shall serve as the point of contact for utility inquiries relating to meeting minutes. The Contractor shall provide written and/or oral responses to comments and requests for information about the project from individuals or different utility companies. Responses shall be approved by the Contracting Agency prior to distribution. The Contractor shall not commit the Contracting Agency to any unapproved course of action. All project-related comments and responses, whether prepared by the Contractor or the Contracting Agency, shall be tracked using an excel spreadsheet, or similar method.

B1.9 Compilation of Meeting Minutes. The Contractor shall compile all meeting minutes after the last scheduled utility coordination meeting of the Knik Goose Bay Road Reconstruction Phase I project anticipated December 2021.

B1.10 Deliverable Items. Numbers of deliverables are per each instance or event. Deliverables shall be submitted on standard page sizes, either 8.5" X 11" or 11" X 17".

<u>Type of Document</u>	<u>Paragraph</u>	<u>Copies</u>	<u>Originals</u>	<u>PDFs</u>
Utility Agency Involvement Plan	B1.3			
Draft		2	1	1
Final		2	1	1
Utility Coordination	B1.4	-	1	1
Individual/Agency meetings with Utilities	B1.4.1	-	1	1
Individual Meetings with Utilities	B1.4.2	-	1	1
Group Meetings with Utilities	B1.4.3	-	1	1
Meeting Agenda(s)	B1.4.5	-	1	1
Bi-weekly Progress Check	B1.5	-	1(electronic)	1
Contact/Mailing List	B1.6	1	1(electronic)	1
Email Contact List	B1.7	-	1(electronic)	1
Comment Management and Response	B1.8	-	1	1
Compilation of Meeting Minutes	B1.9			1

B1.11 Utility Coordination Agency Involvement Services during Knik Goose Bay Road Reconstruction Phase 2 (Not in Contract). The Contracting Agency reserves the right to negotiate with the Contractor to add this work; however, it is under no obligation to do so, and reserves the right to complete the services by any other means, including the use of in-house forces.

B1.12 Utility Coordination Agency Involvement Services during Construction of Knik Goose Bay Road Reconstruction Phases 1 and 2 (Not In Contract). The Contracting Agency reserves the right to negotiate with the Contractor to add this work; however, it is under no obligation to do so, and reserves the right to complete the services by any other means, including the use of in-house forces.

B1.13 Exhibits List. Following is a list of the Exhibits included in this Appendix B.

<u>Exhibits</u>	<u>Subject</u>
B-1	Location and Vicinity Map
B-2	Sample Bi-monthly Progress Report

Note: Additional contracts are in place for the Knik Goose Bay project as follows:

Knik Goose Bay Road MP 0.3 to 6.8 Reconstruction Public Involvement Services

PSA 02562021

Contractor: DOWL [Current]

Fairview Loop Realignment and Signal at Knik Goose Bay Road

PSA 02532000

Contractor: Hattenburg Dilley & Linnell, LLC [Work is complete]

Knik Goose Bay Road Reconstruction: Centaur Avenue to Vine Road Value Engineering Services

PSA 25172046

Contractor: Michael Baker International, Inc. [Work is complete]

KGB Rd Recon: Centaur Avenue to Vine Road Hydraulic and Hydrologic Services at Cottonwood Creek

PSA 25182022

Contractor: AWR Engineering, LLC [Current]

Vine Rd Improvements: Knik Goose Bay Rd to Hollywood Rd Environmental Support Services

PSA 25192027

Contractor: R&M Consultants, Inc. [Current]

Knik Goose Bay Road Reconstruction: Centaur Avenue to Vine Road Traffic Noise Impact Analysis

PSA 25192026

Contractor: Kinney Engineering, LLC [Current]

Knik-Goose Bay Road Reconstruction, Vine Road to Settler's Bay Drive, Design Services

PSA 02532060

Contractor: DOWL [Current]

Knik-Goose Bay Rd Reconstruction: Phase I Fairview Loop to Palmer – Wasilla Hwy Right of Way Services

RFP 25202012

Contractor: Electric Power Systems, Inc. [in Contract Negotiations]

Exhibit B-1

Location and Vicinity Map. Location and vicinity of the project.

Location and Vicinity Map

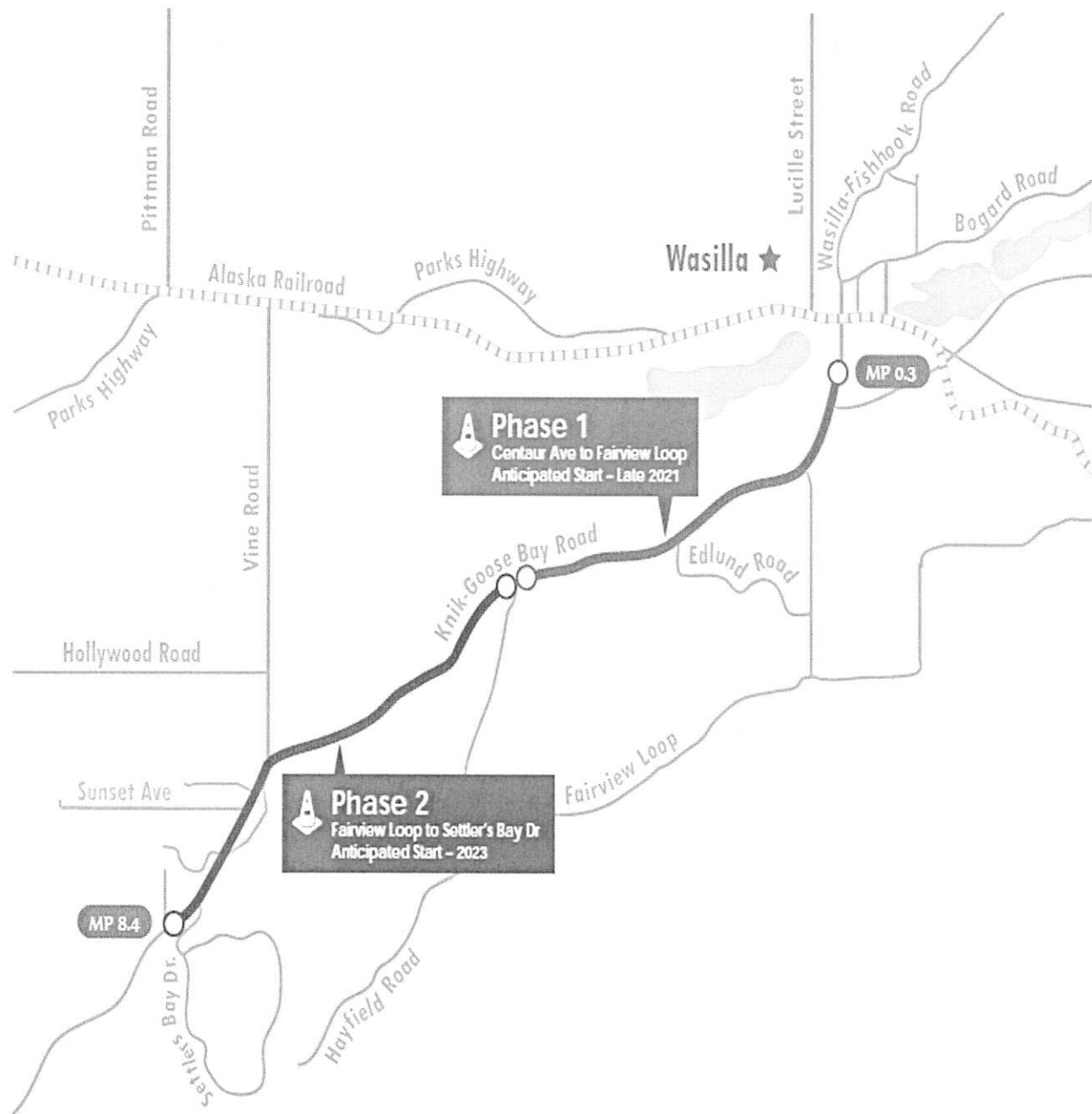


Exhibit B2

Sample Bi-monthly Progress Report. The Sample Bi-Monthly Project Report includes all sections and headings expected to be included in reports submitted by the Contractor.

Sample Bi-Monthly Progress Report

ATTENTION: (Agency Project Manager, Agency Name)

FROM: (Contractor's Project Director, Contracting Firm)

PROJECT: (Project title and numbers)

CONTRACT NO:

PROGRESS REPORT NO:

Period (begin and end date of work invoiced)

DATE:

1. SUMMARY OF CONTRACTOR'S WORK EFFORT DURING THE REPORT PERIOD.
2. CUMULATIVE PROGRESS TO DATE.
3. PERCENTAGE COMPLETION BY TASK AS CONTAINED IN THE UTILITY AGENCY INVOLVEMENT PLAN

TASK

% COMPLETED

4. FINDINGS/RESULTS TO DATE
5. EXPENDITURES FOR REPORT PERIOD AND CUMULATIVE TO DATE
6. PLANS FOR SUCCEEDING PROJECT PERIOD
7. ANTICIPATED DELAYS/PROBLEMS
8. DIFFICULTIES ENCOUNTERED DURING THE REPORT PERIOD